

COMMERCIAL BUILDING

Subtopic	TENANT IMPROVEMENTS - Walk-Through
Section	PLANS REVIEW
Application	Tenant Improvements
Fees	Calculated by Plan Review staff (See Development Standards)
Submittal Requirements	2 bluelines or 2 blacklines 1 copy of Certificate of Occupancy (for the building) 1 completed Code Review Checklist
Submittal Deadlines	Monday through Friday–sign up hours 8:00 to 9:30 a.m
Review Periods	Over the counter review based on: plan review workload; size of structure; cost of improvement; complexity of review. Plan submittal required for any plan with structural calculations or any construction requiring building permits for the first time in a shell building.
Contact Phone Number	791-5550 (Zoning Review)
Prerequisite Approvals	ADA Compliance
Miscellaneous Information	Shopping Center Tenant Improvements, as defined in LUC, must provide break down of existing uses by gross floor area.
Next Step	Changes of Use (defined as uses which require more parking than previously approved use) require full site plan review and compliance.